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Approved For Release 2002/01/10 : CIA-RDP78-03985A000700020024-3

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Services

DATE: 28 September 1951

FROM : Chief of Procurement

SUBJECT: Request for Assignment of Messenger

1. It is requested that a messenger be permanently detailed to the Procurement Office.

2. Present Agency messenger service is inadequate for Procurement Office requirements.

3. Subject request is submitted, based upon the following justification:

a. Seven to ten days are required under present conditions to effect processing of a purchase order. Processing procedure consists of the transmittal of the purchase order from the Procurement Office to Budget Office; from Budget to Fiscal; and final notice to Procurement. Geographic distribution of the offices involved creates much of the time loss problem. It is contemplated that assigned messenger service can reduce processing time to 2 or 3 days at the maximum.

b. The processing of Letter Orders to G-4, Pentagon, is handled on a mandatory emergency basis. Each order is hand carried to the Pentagon to insure expeditious action by the office handling the problem. Procurement Office operating officials are presently having to carry the orders themselves.

c. Requests for lists of materiel from the Navy and Air Force on prices and availability are required on a daily basis and are of such urgency that no delay can be afforded. Because of the lack of adequate service, high graded personnel are forced to hand carry the necessary documents.

d. The date and hour are frequently essential to the effect of a contract or bid, establishing the need for postal date and hour stamping prior to a particular deadline. Present messenger facilities cannot guarantee this.

e. The procurement of small rush and petty cash items, as requested by the Operating Divisions and Agency top echelons, cannot be effected by present available service. The needs, as they arise, are mandatory and expeditious in nature, consequently, there is no

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alternative other than for the Procurement Officers to make the pick-ups themselves to the detriment and loss of time in the accomplishment of their regular duties.



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Indorsement No. 1

2 October 1951

TO : Chief of Procurement
FROM : Chief, Administrative Services
SUBJECT: Request for Assignment of Messenger

Present T/O's for messengers will not permit the permanent assignment of a messenger to the Procurement Office. We can request an additional T/O position to provide such service; however, we would suggest that inasmuch as the messenger would be assigned to work only pertaining to the Procurement Office that you request an additional position on your T/O.



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